

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



June 23, 1999

COUNTY FISCAL LETTER (CFL) NO. 98/99-79

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE
CLAIM (CEC) FOR THE APRIL-JUNE 1999 QUARTER CLAIMING
INSTRUCTIONS

This letter provides claiming instructions for the April-June 1999 quarter and includes information pertaining to the following program areas:

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I. SOCIAL SERVICES

A. IHSS-PERSONAL CARE SERVICES PROGRAM (PCSP)/Health Related (HR)

Effective with the June 1999 quarter, the following Program Identifier Numbers (PINs) have been established for Program 103, IHSS-PCSP/HR, Supported Individual Provider (SIP) component, to capture the cost of salaries and benefits of support staff performing IHSS SIP activities:

103260	Direct Service Delivery
103360	Direct Service Delivery

Please refer to the June 1999 Social Services Function Program Code Descriptions (PCDs) for Codes 1032, IHSS SIP-PCSP, and 1033, IHSS SIP-HR, for a list of allowable activities for Program 103, IHSS PCSP/HR. The sharing ratio for Program 103 remains at 0/35/50/15 (Federal/State/Health/County).

B. IHSS-NON-HEALTH RELATED (HR)/NON-PCSP

Effective with the June 1999 quarter, the following PIN has been established for Program 104, IHSS-NON-HR/NON-PCSP, Supported Individual Provider (SIP) component, to capture the cost of salaries and benefits of support staff performing IHSS SIP activities:

104160	Direct Service Delivery
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Please refer to the June 1999 Social Services Function PCDs for Code 1041, IHSS SIP-NON-HR/NON-PCSP, for a list of allowable activities for Program 104, IHSS NON-HR/NON-PCSP. The sharing ratio for Program 104 remains at 0/70/0/30.

C. APS

All County Letter (ACL) No. 99-16, dated March 26, 1999, provided counties with information regarding county APS agencies' responsibilities for implementing the provisions of Senate Bill (SB) 2199. This bill amends the Elder Abuse and Dependent Adult Civil Protection Act and requires county APS agencies to provide a program of services to maintain the safety of elders and dependent adults in the home and in the community.

Program definitions and reporting mandates under SB 2199 became effective on January 1, 1999, however, statewide APS program provisions became operative on May 1, 1999. Therefore, beginning May 1, County APS agencies are required to provide a number of additional services to

their APS clients. To accommodate changes mandated under SB 2199, the following revisions have been made to existing APS claiming instructions. Additional changes are forthcoming and will be reflected in time study and claiming instructions for the September 1999 quarter.

1. APS-EMERGENCY RESPONSE

Effective with the June 1999 quarter, the following PINs have been established for Program 569:

569002	Emergency Shelter Care
569010	Temp-In Home Services
569011	24-HR Emergency Hotline
569026	Overtime Pay
569029	Support Services
569084	Standby Pay

Examples of allowable costs for the PINs listed above are as follows:

- Emergency Shelter Care: includes contract costs involved in providing a given number of rooms (at a licensed facility or local hotel, for example) on an ongoing basis for the purpose of providing emergency shelter during an APS emergency response episode.
- Temp In-Home Services: includes the costs associated with providing aid for an APS client to allow them to remain safely within the home.
- 24-HR Emergency Hotline: includes contract costs associated with retaining an answering service to receive and transfer calls to an APS worker after regular business hours.
- Overtime Pay: includes the cost of salaries and benefits associated with APS staff response to emergency calls which result in overtime.
- Support Services: includes the cost for tangible and non-tangible items and services (e.g., clothing, food, blankets/linens, repairs) as outlined in ACL No. 99-16 (attachment B, page B-4, section VII.).
- Standby Pay: includes the cost of salaries and benefits associated with the requirement for APS staff to remain on call after regular business hours for emergency situations.

The direct costs PINs described above are allowable for Program 569 in addition to those already established in the September 1998 quarter, specifically:

569003	Transportation
569031	Contracted Services
569060	Direct Service Delivery
569088-569094	Support Operating Direct Charge Costs

The June 1999 quarter County Program Code Listing will be revised to reflect the addition of the above PINs. The sharing ratio for Program 569 remains at 0/70/0/30.

2. APS-CASE MANAGEMENT

Effective with the June 1999 quarter, the following PIN has been established for Program 570, APS-Case Management:

570029	Support Services
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This new PIN is in addition to those which currently exist under Program 570, specifically:

570003	Transportation
570031	Contracted Services
570060	Direct Service Delivery
570088-570094	Support Operating Direct Charge Costs

The June 1999 quarter County Program Code Listing will be revised to reflect the addition of the above PINs. The sharing ratio for Program 570 remains at 0/70/0/30.

3. APS-HR-EMERGENCY RESPONSE

Effective with the June 1999 quarter, the following PINs have been established for Program 573, APS-HR-Emergency Response:

573002	Emergency Shelter Care
573010	Temp In-Home Services
573011	24-HR Emergency Hotline
573026	Overtime Pay
573029	Support Services
573084	Standby Pay

These new PINs are in addition to those which currently exist under Program 573, specifically:

573003	Transportation
573031	Contracted Services
573060	Direct Service Delivery
573088-573094	Support Operating Direct Charge Costs

The June 1999 quarter County Program Code Listing will be revised to reflect the addition of the above PINs. The sharing ratio for Program 573 remains at 0/35/50/15.

4. APS-HR-CASE MANAGEMENT

Effective with the June 1999 quarter, the following PIN has been established for Program 574, APS-HR-Case Management:

574029	Support Services
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This new PIN is in addition to those which currently exist under Program 574, specifically:

574003	Transportation
574031	Contracted Services
574060	Direct Service Delivery
574088-574094	Support Operating Direct Charge Costs

The June 1999 quarter County Program Code Listing will be revised to reflect the addition of the above PINs. The sharing ratio for Program 574 remains at 0/35/50/15.

D. STAP

All County Information Notice (ACIN) I-24-99 notified counties of the implementation of the STAP Program which establishes special training and services for the adoption of children who are HIV positive, or born to a substance-abusing mother.

Currently, the STAP Program is available through Fiscal Year (FY) 1998/99 to participating counties who have approved county plans. Individual allocation letters have been distributed to participating counties.

Because of the short timeframe in which this program was implemented, time study instructions were not included in the June 1999 time study letter. This CFL provides claiming instructions, as well as time study instructions for counties that are able to identify STAP activities performed during the June 1999 as follows:

1. STAP - Recruitment, Training and Case Management

Effective with the June 1999 quarter, Program 005, STAP, has been established to capture recruitment, training, and case management costs associated with the STAP Program.

The time study codes for each component are as follows:

0051 STAP Recruitment
0052 STAP Training
0053 STAP Case Management

A31 STAP (Support Staff Code, Direct-to-Program)

The allowable *activities* and *costs* for Program 005, STAP recruitment, training and case management components, respectively, are as follows:

- Recruitment: includes travel and time spent performing STAP recruitment activities that are performed in order to find and develop required resources which either do not exist, or do not exist in sufficient quantity to meet the needs of the population being served. CFL No. 91/92-04 provides further information on recruitment activities.
- Training: includes time spent preparing for, and providing training to, recruited adoptive parents to care for eligible children. Allowable training costs include travel, per diem, registration, tuition fees, books, and supplies.
- Case Management: includes activities directed to a child in adoptive placement or activities immediately preceding an adoptive placement, such as a child adoptability assessment, adoptive applicant screening, and home study. Also includes activities associated with the arrangement for non-medical support services including respite care for specially trained pre-adoptive/adoptive parents and activities generally supportive of the county's adoption program (see CWS case management activities in the program code descriptions).
- Direct Costs: includes costs for claiming STAP Training and Recruitment dinners as allowed in the Foster Parent Training and Recruitment Program outlined in CFL No. 97/98-26. These events are coordinated by counties to recognize the

achievement of current adoptive parents and help recruit potential adoptive parents.

In addition, the following PINs have been established for Program 005 to capture the costs associated with the various components:

005068	Direct Costs
005055	Contracted Administration
005131	Contracted Services (recruitment)
005231	Contracted Services (training)
005088-005094	Support Operating Direct Charge Costs

2. STAP-Respite

Effective with the June 1999 quarter, Program 006, STAP-Respite, has been established for the STAP respite care component. Respite care is available to provide temporary respite (relief) for specially trained pre-adoptive/adoptive parents to enable them to fulfill other responsibilities necessary to improve or maintain the parenting function.

Allowable costs for Program 006 include direct costs *only*, specifically those associated with respite care. Accordingly, the following PIN has been established for capturing contracted respite care costs for Program 006:

006031	Contracted Services
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The following sharing ratios are applicable to the STAP Program:

	<u>Federal</u>	<u>State</u>	<u>County</u>
<u>Program 005:</u>			
Recruitment	50%	35%	15%
Case Management	50%	35%	15%
Training	75%	17.5%	7.5%
<u>Program 006:</u>			
Respite	0	70%	30%

Please note: the Foster Care fed/nonfed ratio will be applied to Program 005 *only*, as Program 006 (respite care) has no federal share of cost.

II. CalWORKs

Effective April 1, 1999, sanctioned Cal-Learn teen parents and those cases in which the Assistance Unit (AU) contains a sanctioned Cal-Learn teen parent will become State-only cases. The AU CalWORKs grant will be claimed on the Assistance Form CA 800 – (State) for those cases that contain a sanctioned Cal-Learn teen parent. Aid code 32 should be used for these cases.

A. State-Only Cal-Learn – Eligibility

Effective with the June 1999 quarter, Program 026, State-Only Cal-Learn – Eligibility, has been established for capturing program administrative costs associated with sanctioned Cal-Learn cases and those AUs that contain a sanctioned Cal-Learn teen parent. The following direct cost PINs have been established for Program 026:

026031	Contracted Services
026088-026094	Support Operating Direct Charge Costs

The sharing ratio for Program 026 is 0/100/0/0.

B. State-Only Cal-Learn – Case Management

Effective with the June 1999 quarter, Program 027, State-Only Cal-Learn – Case Management, has been established for capturing case management costs associated with sanctioned Cal-Learn cases and those AUs that contain a sanctioned Cal-Learn teen parent. The following direct cost PINs have been established for Program 027:

027031	Contracted Services
027068	Direct Costs
027088-027094	Support Operating Direct Charge Costs

The sharing ratio for Program 027 is 0/100/0/0.

C. State-Only Cal-Learn – Support Services

Effective with the June 1999 quarter, Program 028, State-Only Cal-Learn – Support Services, has been established for claiming support services costs associated with the sanctioned Cal-Learn cases and those AUs that contain a sanctioned Cal-Learn teen parent. The following direct cost PINs have been established for Program 028:

028003	Transportation
028016	Ancillary Services
028034	Incapacity Exam

The sharing ratio for Program 028 is 0/100/0/0.

III. OTHER PUBLIC ASSISTANCE

A. CFAP

CFL No. 98/99-19, dated September 25, 1998, reminded counties of reporting requirements for CFAP which is a state-funded program providing food stamps to certain legal non-citizens. Counties are required to report CFAP persons count information on both the DFA 296, Food Stamp Participation and Issuance Report, and the DFA 325.1 Expenditure Schedule of the CEC, in accordance with instructions transmitted in CFL 97/98-26, dated October 15, 1997. The information is used on the DFA 325.1 to develop a federal/nonfederal ratio that identifies and shifts state only expenditures from the federal Food Stamp program to CFAP. This process for distributing federal and state food stamp expenditures was approved by the Department of Health and Human Services in lieu of the normal time study process.

Counties must ensure that the data reported on the DFA 296 is consistent with data reported on the DFA 325.1. Failure to accurately report the information could jeopardize federal reimbursement.

B. ABAWDs-FSET

CFL No. 98/99-52, dated December 17, 1998, inadvertently established PINs 306003 and 307003, effective with the December 1998 quarter, to capture transportation costs associated with ABAWDs-Workfare, and ABAWDs-Education/Training, respectively.

Retroactive to the December 1998 quarter, PINs 306003 and 307003 have been deleted. Transportation costs associated with the ABAWDs-FSET Program should continue to be claimed to PIN 468003, FSET/Supportive Services/Transportation. All transportation costs previously charged to ABAWDs Programs will be shifted to Program 468, FSET/Supportive Services, under PIN 468003, via a State-generated adjustment. The sharing ratio for Program 468 remains at 50/35/0/15.

IV. CHILD CARE

State-Only Cal-Learn Child Care

Effective with the June 1999 quarter, Program 811, State-Only Cal-Learn Child Care, has been established to capture costs associated with the provision of child

care services for State-Only Cal-Learn teen parents who are eligible for services. The following direct cost PINs have been established for Program 811:

811018	Child Care Services-Payments
811031	Contracted Services
811088-811094	Support Operating Direct Charge Costs

The sharing ratio for Program 811 is 0/100/0/0.

V. CWS/CMS

This is to remind counties that per CFL No. 98/99-62, dated March 19, 1999, the following programs codes have been deleted effective with the December 1998 quarter. These programs were established to capture development costs for the Child Welfare Services/Case Management System (CWS/CMS) Statewide Automated Child Welfare Information System (SACWIS), however, the project development phase has concluded.

528	SACWIS Start-up
529	SACWIS Equipment
530	SACWIS Contracted Services
532	SACWIS Conversion Activities
540	SACWIS Conversion Activities (50%)

CFL No. 96/97-23, dated September 27, 1999, instructed counties to claim the costs for the CWS/CMS SACWIS to the Maintenance and Operations (M&O) category for electronic data processing costs. The appropriate program code for claiming these expenses is Program 536, SACWIS M&O. Examples of allowable costs for Program 536 include CWS/CMS costs associated with system repair, system software costs, equipment lease or purchase, and salaries of system support staff or contract services to provide system support. System support includes the areas of System Administration, Application Support, and Data Administration. System administration includes: site assistance, server support, user administration, county help desk, and configuration management. Application Support includes: end-user assistance to ensure full utilization of the application, on-going end-user ad hoc training, problem identification and reporting, application issues tracking, and assessing the impact of application and system changes. Data administration includes: data integrity monitoring and reporting, data correction, and ad hoc reporting. Other M&O costs include costs associated with moves, adds, and changes such as relocating CWS/CMS equipment, adding new sites, or closing existing sites and county specific network design changes for county infrastructure changes to meet CWS/CMS coexistence requirements. Additional examples can be found in the CDSS Manual of Policies and Procedures Handbook, Division 28-010 (sections f and h).

VI. CEC Submission Instructions

Effective with the June 1999 quarter, counties are no longer required to submit hard copy versions of completed CECs to the CDSS each quarter. This applies to all forms contained in the CEC, ***with the exception of the original, signed copy of the DFA 325.5, Expenditure Certification for the County Welfare Department County Expense Claim.*** CWDs must continue to submit the original, completed DFA 325.5, along with the county's automated copy (via floppy disk) of their completed CECs.

If you have any questions regarding this CFL, please contact your Fiscal Policy Analyst at (916) 657-3440.

Sincerely,

*Original Signed by
George E. Peacher, Jr. on June 23, 1999*

GEORGE E. PEACHER, JR., Chief
Fiscal Systems and Accounting Branch

c: CWDA